

2023-2024

Dear Parent:

The Unit 40 Board of Education has directed the staff to develop this handbook to acquaint you with the many activities and regulations provided by your school district. The handbook is also designed to serve as a student/parent guide. Included are all the notices that we are required to advise parents regarding the education of their children in Unit #40. We also included some additional information we think you will find interesting about our schools. We hope this effort will help improve our communication with the home.

This handbook is not meant to be all-inclusive. You will probably have other questions that it does not answer. If you need additional information, we welcome your personal inquiry and the opportunity to help you. We suggest the best place to start your inquiry is with your child's principal. Please be advised as well that a complete copy of Effingham's student policies is available in the Board of Education Office and on the District's website.

Sincerely,  
*Jill Wendling,*  
*President*

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### **ASBESTOS INFORMATION**

The US EPA published their AHERA (Asbestos Hazard Emergency Response Act) Regulations in 1986. The federal regulation required that all local education agencies (LEA's) have their buildings inspected for asbestos-containing building materials (ACBM), to have a written Asbestos Management Plan developed and to institute an Asbestos Operations and Maintenance (O&M) Program to train in-house personnel how to properly manage and work around the ACBM in their buildings. This notification serves as the annual notification which is required to be sent to all school district employees, parents, groups and organizations to explain the Management Plans and any current relevant activities. The purpose of this Annual Notification is to explain the status and availability of the Asbestos Management Plan, to review recent asbestos-related activities in the school district, and to list the asbestos- related activities that are planned to take place in the upcoming calendar year. The Management Plans are available for review in the main office at all school buildings and at the Board Office, 2803 South Banker Street, Effingham, IL 62401. Questions pertaining to asbestos are to be directed to Andrew Johnson or Todd Thoele at (217) 540-1500, the asbestos coordinator(s).

### **PESTICIDE MANAGMENT**

Throughout the year your child's school may be treated with pesticides. If you would like to be notified prior to the treatment please call your child's school. Pesticides subject to notification do not include antimicrobial agents (disinfectants, deodorizers, and sanitizers), insecticide baits, and rodenticide baits.

### **ABSENCES ON THE DAY OF AN ACTIVITY**

Students who are absent from school on the day of an athletic activity, music performance, dramatic activity, or any other school-sponsored activity will not be able to attend or participate in the activity during the day or evening. Students must be in attendance four (4) periods of the day to be eligible to participate. Students who are absent from school for a doctor or dental appointment may attend or participate in an activity with a written doctor or dental statement releasing them to participate and administrative approval. Under unusual circumstances, an administrator may grant approval for participation if arranged in advance.

### **ARRIVAL FOR SCHOOL LATE**

#### **LEAVING SCHOOL EARLY**

Any student who, after the start of the school day, enters late or leaves school early for any reason must sign in and/or out through the attendance office. If a student has a dental or medical appointment, a notice of the appointment from the doctor or a note from the parent/guardian must be presented by the student to leave school for any other reason. This reason must be cleared directly with the building principal (or his/her designee) before the student signs out. (This shall not apply to students on work-study programs or child and day care programs.) A student who leaves school without receiving permission from the building principal's office for any other reason is considered truant, and the absence is counted as unexcused.

No student may be picked up during the school day without a written note signed by the parent/guardian. A note must also be sent when a student who usually rides a bus will be picked up after school or when he/she needs to leave early for an appointment, etc. For the student's safety, please indicate in the note WHO will be picking up the child. The student should be met in the office by the adult. Students will not be allowed to wait outside to be picked up. Parents should meet the student in the office and not go directly to the classroom.

### **BEGINNING SCHOOL AGE**

A child entering Kindergarten in Effingham Unit #40 must be five years of age before September 1 of this year. A child entering first grade in Unit #40 must be six years of age on or before September 1 of the year in which he/she seeks admission. A certificate of the child's birth will be required as evidence of age. Each Spring Unit 40 conducts Preschool/Kindergarten Screening for children ages 3-5. Dates are announced in the newspaper, radio, and flyers.

### **EXCUSED ABSENCES**

**Students who are absent from school need a parent to contact the school the day the student is absent. The district is required by law to contact parents of PreK-5 students by 9:00 am on the day a student is absent if the parent does not call the school. For an absence to be excused for students in grades 6-12, a parent/guardian must contact the school office by telephone no later than 12 Noon of the next school day from the day of the absence and let the school know why the student was absent. All schools have answering machines, so a parent may call the school office anytime of the day or night. Calls by students are not acceptable. This call is the parent/guardian's responsibility.**

No written statement by the parent/guardian will be accepted, unless the parent/guardian indicates in writing that there is no accessible telephone and the parent/guardian is unable to make a personal visit to the school. Except in such circumstances, personal contact with the school office and telephone calls only will be accepted to verify student absences.

Excusable absences are limited to the following:

1. Death or severe illness in the student's immediate family
2. Illness of the student
3. Doctor or dental appointment
4. Certain days of religious observance
5. Court appearances
6. Extraordinary emergency in the home or family

Student absence for trips or vacations during the school year is **strongly discouraged**. If the parent/guardian desires to take a student during regular school attendance days for a trip or vacation, the student may be excused at the discretion of the Administration. In determining whether an absence for this reason should be excused, the Administration shall consider: 1) child care needs and the abilities of the parent/guardian; 2) possibility of alternate arrangements so that the student's education will not be interrupted; 3) other interest of the student, including the educational value of the absence; 4) needs of the family, including extenuating circumstances which make it unreasonable, impractical or burdensome for the child to remain in school; 5) the educational harm caused by the absence.

Unless the circumstances make it impossible, all requests for excused absences during a trip or vacation must be approved by the Administration at least seven (7) days in advance of the absence. In any case, the parent/guardian must notify the Administration as soon as possible prior to the proposed absence.

In case of planned absence arranged in advance, the following will apply: a) the student must procure assignments in advance of any planned absence; b) all assigned work must be turned in to the appropriate teacher upon entrance to the class the day the student returns to school; c) arrangements for make-up tests, assignments, labs or other activities are the responsibility of the student, and are to be made up at the discretion of the teacher.

Absences for all other reasons are UNEXCUSABLE and shall be treated as truancy. Unexcused absences include but are not limited to missing the bus, car trouble when the District provides transportation, unapproved job interviews, working, hunting, shopping, hair appointments, senior pictures or frivolous absences. Students shall not receive excused absences from school while final exams are being given, except for death or severe illness in the student's immediate family, illness of the student, mandatory court appearances (and only if the student or his/her parent/guardian has attempted to change the date of the appearance) or other emergency situation rendering the taking of semester exams impossible or unfair to the student. Students participating in school sponsored activities are NOT considered absent.

Students in K-8 shall be permitted no more than ten (10) excused absences per school year based upon parental confirmation for the reasons of the absences. **Students in grades K-8 can be excused** ten (10) times in one (1) or more of his/her classes during the year, additional excused absences for illness may only be verified through a written medical statement from a physician. The written medical statement from the physician should indicate that the child is too ill to return to school. After the ten (10) excused absences, the school office will notify the parent/guardian by mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the Administration to have necessitated an absence. The reason for such absences must be verified by the parent/guardian. If a student's absence is verified by a doctor's excuse before the student has reached the limit of ten (10) days (or classes) of excused absences, that absence will not count toward the ten (10) days permitted by this section.

**Students in grades 9-12 shall be permitted NO MORE THAN SIX (6) EXCUSED ABSENCES PER YEAR BASED UPON PARENTAL CONFIRMATION FOR THE REASONS OF THE ABSENCE. After the student has been excused (6) times in one (1) or more of his/her classes during the school year, additional excused absences for illness may only be verified through a written medical statement from a medical physician as identified in school code "105 ILCS 5-27-8.1". After the six (6) excused absences, the school office will notify the parent/guardian by mail. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student or other reasons determined by the administration to have necessitated an absence. The reasons for such absences must be verified by the parent/guardian. If a student has a doctor or dental appointment, they should bring a card from their appointment and turn it in to the office. If a student absence is verified by a doctor's excuse before the student has reached the limit of six (6) days (or classes) of excused absence, that absence will not count toward the six (6) days permitted by this section. ANY NOTE TO EXCUSE AN ABSENCE BY A DOCTOR MUST BE TURNED IN WITHIN 5 SCHOOL DAYS OF THE ABSENCE.**

## **SCHOOL ATTENDANCE**

The Board of Education believes that regular and punctual attendance is an important factor in a student's success in school. It is an integral part of the learning experience is the interaction between students and teachers.

Students who are absent from school are not able to participate in class discussion, small-group concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline.

Since there is a direct relationship between attendance, grades, and success in school, the Board of Education believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success. One of the purposes in adopting this policy is to provide clear guidelines to parents/guardians, students, administrators and teachers as to student absences which are permitted or not permitted. Another purpose of this policy is to establish penalties for failure to attend school without an excused absence.

## **SCHOOL ATTENDANCE INITIATIVE**

### ***Target Population:***

Public Act 89-6 applies to AFDC families whose children in grades 1 through 6 are not attending elementary school regularly, as defined by the school.

### ***Irregular School Attendance:***

Students should be identified for this initiative before becoming chronically truant.

### ***Sample Definition of Irregular School Attendance:***

Within a 30-day period, a minimum of a combination of five absences, tardies or early dismissals or a pattern of absences/tardiness/early dismissals, such as absent every Friday or all children in the family absent on the same day. ***Sample Good Cause Reasons for Irregular School Attendance:*** Child's illness

Death in immediate family

Observance of a religious holiday

Family emergency

## **TRUANCY**

The parent, guardian, or other person having control or charge of any child residing in the Effingham Unit #40 School District between the ages of 6 and 17, not otherwise exempted by law, shall send the child to school for such a time as the school is in session. The school will use the following supportive services to correct truant behavior:

1. Notification of the parent or guardian
2. Student and parent conferences
3. Increased counseling and close supervision
4. Referral to the proper social service agency
5. Referral to the regional truancy program

## **PENALTY FOR NON-COMPLIANCE**

Any person having custody or control of a child to whom notice has been given of the child's truancy and such child continues to be truant within the school year, upon conviction thereof, shall be guilty of a class C Misdemeanor and shall be subject to not more than thirty (30) days imprisonment and/or a fine of \$500. In addition, a person may be held in violation of the Effingham County Truancy Ordinance, which can result in fines of \$100 per unexcused absence beyond the truancy violation.

## **BOARD OF EDUCATION MEETINGS**

The Effingham Community Unit District #40 Board of Education welcomes public participation in school affairs and encourages citizens to attend Board meetings, which are held on the 4th Monday of each month at the Board of Education Office. At all meetings, during the period of recognition of visitors, citizens are given an opportunity to express their views on matters concerning the schools. According to Board of Education policies, these presentations should be limited to five minutes in length. Board Member's email: [boardofeducation@unit40.org](mailto:boardofeducation@unit40.org)

### **BOARD OBJECTIVES AND GOALS**

We, as duly elected members of the Board of Education of the Effingham Community Unit School District #40, as legal officials of the State of Illinois, believe that the educational needs of our District's children and youth shall be met in the best possible manner. We will exhibit leadership in all endeavors toward the improvement of our educational program and facilities. We believe that the educational program should provide each student with the opportunity to develop to his/ her fullest capacity in the areas of mental, physical, and emotional needs.

### **CURRICULUM OBJECTION**

Parents are encouraged to review the curriculum used in their child's classes/courses and to discuss any questions or concerns with the classroom teacher. An alternate assignment may be given to the student. For example, a student may be given a different novel to read if the parent has a valid objection to the assigned novel. Any written curriculum objection should be directed to the Effingham Unit #40 Board of Education Office. If a parent/guardian feels it necessary to make a formal curriculum objection, then the parent/guardian must fill out a curriculum objection form which may be obtained through any school office, the Effingham Board of Education Office, or the Unit #40 Website. The curriculum objection will be investigated and responded to within 30 days of the filing per Effingham Unit #40 Board of Education Policy.

### **EMERGENCIES**

On rare occasions, emergencies may arise which may make it necessary to dismiss classes at any time during the school day. You are urged to plan for such emergencies. Be sure that your child and your child's bus driver know where the child should go if there is early dismissal.

### **WEATHER CONDITIONS & SCHOOL MESSENGER**

The School Messenger Instant Parent Contact is an electronic notification system. Unit 40 will use this system to notify parents/guardians about school closures, emergency situations and special school events. At registration, parents/guardians are asked to give the school a primary phone number where they can be reached. When the system is activated by school personnel, a pre-recorded message will be sent providing information from the school. This system allows the district to notify the parents/guardians of our 2,500 students in a ten minute period of time.

**An automated weather message will be sent out by phone, as well as, all school and board office phones if school is canceled or dismissed early due to weather conditions or emergency situations.**

In the event of inclement weather conditions or other emergency situations affecting the school schedule, local radio and television stations will be contacted prior to 6:00 AM of the affected day:

#### **FOR WEATHER RELATED ANNOUNCEMENTS**

**UNIT 40 WEBSITE:** [www.unit40.org](http://www.unit40.org)

**LOCAL RADIO & TELEVISION STATIONS**

**ANY SCHOOL BUILDING - EXT 8**

In the event inclement weather strikes after school has begun, and a decision is made to dismiss classes early, that announcement will be placed on the local radio and television stations. **DO NOT CALL THE RADIO STATIONS OR BUS GARAGE.**

### **DRUG AND ALCOHOL ABUSE**

The possession, use, distribution, sale, purchase, being under the influence of any kind of narcotic drug, cannabis, medical marijuana, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-alike drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance are not permitted at school, on campus, on a school bus, or at any school sponsored activity, either on or off campus.

### **DISCIPLINARY ACTION**

A student found in violation of this policy will be suspended out of school for ten (10) days. Parent(s)/guardian(s) will be notified, and the student will be given due process. Furthermore, police officials will be notified. Administration will provide the Board of Education a recommendation of discipline based upon parameters of each individual situation.

**FEES**

<b>Effingham Community Unit School District #40 Fees</b>		
<b>Grade</b>	<b>Category</b>	<b>2023-24 Fees</b>
<b>Base Fees</b>		
K-12	Curriculum Fee	\$50.00
K-5	Technology Fee	\$30.00
6-12	Technology Fee	\$60.00
5-12	Handbook Fee	\$6.00
<b>Course &amp; Extra-Curricular Fees</b>		
9-12	Dual Credit Fee	\$25.00
5-12	Band Lab Fee	\$50.00
6-12	Chorus Lab Fee	\$26.00
6-12	Lab Fee	\$30.00
9-12	Honors English	\$15 - \$50
9-12	Health Occupations Class	\$125.00
6-12	Physical Education Shirt or Shorts (each)	\$8.00
6-12	Extra-Curricular Fee (Per Activity)	\$30.00
	Driver Education	\$150.00
5-12	Student use of School Band Instrument	
	During School Year	\$75.00
	During Summer	\$25.00
<b>Lunch Fees</b>		
All	Milk (Per Half Pint)	\$0.35
K-8	Lunch	\$3.20
9-12	Lunch	\$3.45
Adult	Lunch	\$3.70
K-8	Breakfast	\$2.70
9-12	Breakfast	\$2.80
Adult	Breakfast	\$2.80

PE uniforms will not be part of registration fees and will be purchased in the office of the student's building as directed by the PE department.

## FOOD SERVICE

### **Community Eligibility Provision Program**

All K-12 buildings in Unit #40 have qualified for the Community Eligibility Provision program for the 23-24 school year. As a result, all enrolled K-12 students are eligible to receive a healthy breakfast and lunch at school at no charge to your household. No further action is required. All students are able to participate in these meal programs without having to pay a fee or submit an application.

In our K-8th buildings, there will continue to be a charge for extra milk or when a milk is purchased with a sack lunch from home.

At EHS, Lines 1 and 2 will be designated for these free meals. Lines 3-5 will be considered ala carte and will be priced individually. No charging of meals will be allowed at the high school. If a student has a negative balance, they will only be served on Line 1 or 2.

## FIRE AND DISASTER DRILLS

All teachers will instruct students sometime during the first week of school on procedures to follow in case of fire or disaster drills. Students are encouraged to pay close attention and follow these directions throughout the school year. Fire drills will be announced by means of one prolonged blast on the automatic system. Disaster drills will be announced by three short rings of the bell system. We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We will be in communication with various local emergency services. We do ask for your help in the following areas:

- Do not call the school. We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to school—streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
- Information and directions will be given over the radio. No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files. *(This was filled out on the online registration.)*

Do turn your radio to WCRA-AM 10.90, WCRC-FM 95.7, XFM-FM 97.9, and/or WKJT-FM 102.3.

## GIFTED/ENRICHMENT PROGRAM IDENTIFICATION AND PROVISIONS

The Effingham Unit #40 School District provides instruction for identified gifted students in the fundamental learning areas of English language arts, math, and science. Gifted students are defined by the Illinois State Board of Education as "those who consistently excel or show the potential to consistently excel in either general intellectual ability or a specific fundamental area of learning to the extent that they need and can profit from specially planned educational services." (Source: Illinois Gifted Education Rules, 1989) Students in K-12 are identified at some grade levels as eligible based upon results of the local benchmark assessments and teacher observation, relevant standardized tests and current and past school performance.

Student scores are entered into a matrix to determine eligibility (the higher the score, the more points) and are served in rank order in each fundamental learning area specified above. Due to lack of state funding, available accommodations, and differing student's needs, not all identified students can be served. However, all are provided in-class enrichment activities to challenge them. Students are screened for eligibility as a gifted/honors/enriched learner at the end of fifth grade and eighth grade. If identified as a gifted/honors/enriched learner at the end of fifth grade, they will be eligible for the program for grades 6-8. If identified as gifted/honors/enriched learner at the end of eighth grade, they will be eligible for the program for grades 9-12.

*Questions regarding the gifted/honors/enriched program should be directed to your child's building principal.*

## ACCELERATED PLACEMENT PROGRAM

Effingham School District has an Accelerated Placement Program (APP) for single subject acceleration and for full grade acceleration. A parent or guardian can refer the student for APP consideration by completing in full the APP referral form and submitting it to the building principal no later than March 1 for consideration for the following school year. Forms are available on our website or at each school building. To determine APP eligibility, existing data about the student, observation of the student, consultation with individual making the request, conference with the student, and additional multiple assessment indicators may all be used.

### **HARASSMENT OF STUDENTS POLICY**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; or actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristics. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment and to discipline any student or employee who harasses a student or employee of the School District.

Students or employees should report any harassment to the Building Principal, Superintendent, and Coordinator for Nondiscrimination or a counselor. If the claim of harassment is against one of the foregoing persons, the student should instead report the harassment to any other of the persons specified.

### **HEAD LICE**

Routine screenings for head lice will not be performed. Parents are encouraged to check their children's heads for lice regularly. If your child shows symptoms of itching or is suspected of having head lice, a check of the child's hair will be done by the school nurse or trained school staff. If live lice are found or if the child has multiple nits, the parent/guardian will be notified to pick up the child immediately for treatment. If your child has only scattered nits, a note will be sent home with the child at the end of the school day notifying parent/guardian that prompt treatment is necessary. Various products are available to treat head lice; some are covered by Public Aid if prescribed by a physician. It is recommended that the **WHOLE FAMILY** be treated for lice. All nits (eggs) must be removed from the hair. It is important to also treat your surroundings. Your child must be checked by the Effingham County Health Department and given a clearance before returning to school. One day to get clearance from the Effingham County Health Department is excused if the student has not reached the ten (10) days allowed per school year without a doctor's excuse. **Head lice are treatable and should not lead to excessive absences from school**

### **HOMEWORK/MAKEUP ASSIGNMENTS**

Effingham Community Unit School District #40 believes that the time in the classroom is valuable time. We try to avoid as many disruptions to the educational process as possible. Therefore, we do not interrupt the teacher during the instructional time to gather homework assignments and materials for students who are absent. Students absent for two (2) days or fewer may contact teachers or students in class to learn of homework assignments. However, if a student will be (or has been) out of school for longer than two (2) days, then the parent/guardian must request homework assignments by telephone or personal contact with the school office. If a parent/guardian requests a homework assignment the same day that the student is absent, that request must be made by 12:00 noon in order to give the school ample time to gather materials without disrupting class.

Students who have an EXCUSED absence shall have the opportunity to make up work. It shall be the responsibility of the student on his/her own initiative to contact the teacher(s) involved to determine make-up assignments and establish items for daily work and test make-up. Students will be granted the amount of time equal to that which they were absent to make up work. If a student has a health or physical impairment which, in the opinion of a licensed medical examiner, will cause the student to be absent from school for more than two (2) consecutive weeks, then the Building Principal shall request a meeting to be held with appropriate school personnel to determine if a home-study program would be of educational benefit to the student. If a program would be of educational benefit, then a home or hospital educational program will be developed in accordance with 23 Ill. Adm. Code 226.350 - 226.385.

Students who have an unexcused absence will not be allowed to receive credit for work missed. An integral part of the learning experience and developing grades for the class is determined by interaction and discussion between students and teachers.

### **ATHLETIC INSURANCE**

It is the policy of the Effingham Unit #40 Athletic Department that every student athlete provide verification (*name of company, policy number, and expiration date*) of insurance coverage provided by the parent or the purchase of the school student insurance program.



### STUDENT INSURANCE

A student insurance program is available from Guarantee Trust Life Insurance Company administered by First Agency, 5071 West H Avenue, Kalamazoo, MI 49009-8501. The cost for the insurance is as follows:

<b>SCHOOL-TIME COVERAGE</b>	<b>STANDARD BENEFIT PLAN</b>	<b>DELUX BENEFIT PLAN</b>
GRADES PK-8	\$23.00	\$52.00
GRADES 9-12	\$46.00	\$105.00
<b>24-HOUR COVERAGE "Around-the-Clock" Accident Coverage</b>		
Students, Personnel		
Grades PK-12	\$125.00	\$275.00
<b>FOOTBALL COVERAGE (OPTIONAL)</b>		
Grades 9-12 (per player)	\$162.00	\$369.00

Students participating in pre-school practice for interscholastic sports sanctioned by the Illinois High School Association will be covered as of the date of actual premium payment but only while engaged in actual 2023/2024 practice sessions. Other aspects of coverage will not start sooner than the first date of regular school sessions

### ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/ guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/ guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardians of students.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30 Revised: April 29, 2019

### ASTHMA MEDICATION AND EPINEPHRINE AUTO INJECTORS

"Medication" means a medicine, prescribed by (i) a physician licensed to practice medicine in all its branches, (ii) a physician assistant who has been delegated the authority to prescribe asthma medications **and epinephrine auto injectors** by his or her supervising physician, or (iii) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medications **and epinephrine auto injectors**, for a student that pertains to the student's asthma or severe allergy and that has an individual prescription label.

"Self-administration" means a student's discretionary use of his or her prescribed asthma medication or epinephrine self-injector. Effingham Schools will permit the self-administration of medication by a student with asthma, or severe allergy provided that:

1. The parents or guardians of the student provide to the school written authorization for the self-administration of medication.
2. The parents or guardians of the student provide the school with a written statement from the student's physician, physician assistant, or advanced practice

Registered nurse containing the following information:

- *The name and purpose of the medication*
- *The prescribed dosage*
- *The time(s) or special circumstances, under which, the medication is to be administered*

This information shall be kept on file in the school first aid room, located in the main office.

Effingham Community Unit District #40 and its agents are to incur no liability as a result of any injury arising from self-administration of medication by the student. The parents or guardians must sign a statement acknowledging that the School District is to incur no liability as a result of any injury arising from the self-medication by the student and that the parents or guardians must indemnify and hold harmless the School District and its employees and agents against any claims arising out of the self-administration by the student.

The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year, upon fulfillment of the requirements. Provided that the requirements of this section are fulfilled, a student with asthma **or severe allergy** may possess and use his or her medication:

1. While in school

2. While at a school-sponsored activity
3. While under the supervision of school personnel
4. Before or after normal school activities, such as, while in before-school or after-school car, or on school property  
Unit 40 reserves the right to maintain an emergency supply of epinephrine (per Public Act 98-0795) and administer to students whom the school nurse believes in good faith to be having an anaphylactic reaction.

### **NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION**

#### **I. Definitions**

- A. School Nurse - as defined in Section 10-22.23 of The School Code of Illinois, a registered professional nurse.  
All school nurses must be registered professional nurses.
- B. Medication - As used in this document will refer to both prescription and non-prescription drugs.
- C. Licensed Prescriber - as defined in this document:
  1. Physician - a physician licensed to practice medicine in all of its branches including Medical Doctors and Doctors of Osteopathy
  2. Dentist - a person licensed to practice dentistry in any of its branches
  3. Podiatrist - a person licensed to practice podiatry
- D. Prescription drugs - drugs requiring a written order for dispensing, signed by a licensed prescriber.
- E. Non-prescription drugs - medications which may be obtained over the counter without a prescription from a licensed prescriber.
- F. Long-term medication - medication utilized for treatment of chronic illnesses and includes both daily and PRN (as needed) medication.
- G. Standing orders - written protocol for using a medication, applying to the general use of that medication, as opposed to an order for a medication written for a specific individual.

#### **II. All medications dispensed in the schools shall be prescribed by a licensed prescriber. Students who require medication during the school day may bring medication to school following these guidelines:**

- A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include the information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
- B. Medications must be brought to the school in the original package or appropriately labeled container.
  1. Prescription drugs shall display:  
Student's name  
Prescription number  
Medication name/dosage  
Administration route and/or other direction Date and refill  
Licensed prescriber's name  
Pharmacy name, address & phone number Name or initials of pharmacist
  2. Non-prescribed drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container
- C. The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parents (guardians) do not pick up the medication by the end of the school year, the certified school nurse will discard the medication in the presence of a witness.

#### **III. Student Medical Authorization**

- A. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed Doctor's Medication Authorization Form (written form) is filed and a Parent Medication Authorization Form is filed. The Doctor's Medication Authorization Form shall be completed for each medication prescribed and shall be kept on file in the Principal's office of the school the student attends. The Parent's Medication Authorization Form shall be completed annually by the student's parents(s)/guardian(s) and shall be kept on file in the Principal's office of the school the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.
- B. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
- C. The program for administering medication must include the following:

1. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore shall be entered in the record.
2. The school nurse may, in conjunction with a licensed prescriber, and parent(s)/guardian(s), identify circumstances in which a student may self-administer medication.
3. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the certified school nurse.
4. A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardian(s) as requested by the licensed prescriber.

#### **IV. Administration by Student**

A student may self-administer medication with parental consent and the School Medication Authorization Form on file in the school. The medication shall be stored for the student.

- A. A record shall be kept of all medication stored, specifying the names of student and name of medication, the time of use, and dosage.

#### **V. Field Trips**

- A. The building principal will make provisions for student's medication to be taken during field trips and outdoor education experiences.

### **METAL DETECTOR**

Based upon the rise in the number of weapons and dangerous objects confiscated from students in the recent past and the rise in the number of incidents of violence in the recent past, the Effingham Community Unit School District #40 hereby finds that it is necessary to use hand-held metal detector wands to screen students, student lockers and student possessions (such as briefcases, knapsacks, purses, book bags or parcels) in order to protect and maintain the safety and wellbeing of the students and staff, as well as to maintain the appropriate educational environment for the students who attend school in the District.

If a student is suspected of possessing a weapon, he/she will be escorted to the office and subjected to a search. If a metal detector is used during the search and indicates the presence of a metal object, the student will be searched. When possible, the search will be conducted by a District staff member who will conduct searches in a manner that maximizes the safety and security of the staff member and the student.

When possible, a District staff member will conduct pat-down searches. When possible, the search will be conducted by a member of the same sex for the purpose of discovering items, which may have activated the metal detector. The search will be conducted in the most unobtrusive method possible. However, the safety of the staff member and the student will determine the scope and method of the search. Once any object is removed, the student will be subjected to an additional hand-held metal wand search until the District staff is satisfied that the student does not possess any prohibited metal object. District staff may inspect and search the contents of any briefcase, knapsack, purse, book bag or parcel that activates the metal detector for the purpose of determining whether a prohibited item is contained therein.

Any property which is found by any metal detector search and which violates any law or District policies will be confiscated by the staff and any student found possessing such property shall be disciplined in accordance with District policy. When appropriate, law enforcement authorities will be contacted and such confiscated objects may be turned over to them. Any student who does not cooperate with District staff performing a search pursuant to this policy shall be subject to discipline. Nothing in this policy shall be construed to limit the authority of school officials to search and discipline a student consistent with any other District policy or regulation.

### **PARENT/GUARDIAN RESPONSIBILITIES**

Parents/guardians have the responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success. Illinois School Law, under the Article 26-1 Compulsory School subsection, places the burden of responsibility for school attendance on the parent/guardian: EVERY PARENT/GUARDIAN, OR OTHER PERSON IN THIS STATE HAVING CHARGE, CONTROL OR CUSTODY OF A CHILD BETWEEN THE AGES OF 6 AND 17 YEARS, SHALL CAUSE THE CHILD TO ATTEND SCHOOL REGULARLY AND IN A NON-DISRUPTIVE MANNER.

### **PROMOTION/RETENTION/SUMMER SCHOOL**

According to the 2000 School Code, 105ILS 5/10-20.9a, school districts shall not promote students to the next higher level based upon age or any other social reasons not related to the academic performance of the students. On or before September 1, 1998, school boards shall adopt and enforce a policy on promotion, as they deem necessary to ensure that students meet local goals and objectives and can perform at the expected grade level prior to promotion.

The Effingham Board of Education adheres to the Illinois School Code's mandate on promotion of a student to the next grade level based upon age or other social reasons not related to the academic performance of the student. Decisions to promote students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Test, standardized test skills, other testing, or any other criteria established by the School Board. Students determined by

the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, tutorial sessions, increased or concentrated instructional time, accommodations and/or modifications to instructional materials, and retention in grade.

Effingham Unit #40 currently provides the following types of remedial assistance to students: K-5 Title I services during the school year; K-8 Peer tutoring during the school year; K-8 Accommodations to curriculum; K-8 Modifications to curriculum; K-8 Retention in current grade; 3-12 Student Assistance Program; 6-8 Lunch Study Sessions, 9-12 Summer School Credit Recovery.

Students who qualify for remedial assistance as defined by the Illinois School Code shall be treated as individuals when making decisions concerning their remedial plan. The remedial plan can include any of the above remedial assistance and may include more than one type of assistance.

Except for Kindergarten, the final decision on promotion/retention will rest with the building administrator. It shall be District policy not to retain a student more than once during his/her K-8 school career. However, circumstances may exist that warrant a second retention. In such a case, the building administrator, the Director of Curriculum and Instruction, and the receiving principal, will meet to discuss the student being retained a second time.

### **REPORT CARDS**

Report cards are issued at the end of each nine weeks as a means of informing parents of their student's progress in school.

### **SEX EDUCATION**

In accordance with the School Code of Illinois, 105 ILCS 130/1 et seq. titled "Sex Education Act", Effingham Unit #40 provides instructions in sex education. The instructional process takes into account the maturity level of the student; nevertheless, Section 27-9.1 of the Illinois School Code states that no student shall be required to take or participate in any class or course in comprehensive sex education if his/her parent or guardian files written objection thereto on constitutional grounds. Refusal to take or participate in such instruction on such grounds shall not be reason for suspension or expulsion of such student. Nothing in this Act shall prohibit instruction in sanitation and hygiene or traditional courses in biology.

### **ERIN'S LAW PUBLIC ACT 96-1524**

In compliance with Erin's Law Public Act 96-1524, our district uses body safety presentations during the school year to students in grades K-8. Typically SAFE conducts age-appropriate classroom presentations in K-5; and health teachers, with possible assistance from SAFE, school counselors, or social workers, conduct age-appropriate presentations in grades 6-8.

### **SEX EQUITY POLICY**

#### **A. Policy Statement**

No student shall, on the basis of sex, sexual orientation or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

#### **B. Grievance Procedure**

1. A grievance shall be limited to a claim that the School District has discriminated against a student or students on the basis of their sex.
2. Any allegation of sex discrimination may be heard informally by the Building Principal or other person designated by the Superintendent. Persons who may attend an informal conference shall be limited to the Building Principal (or designee), the student(s) and parent(s) involved. The request for an informal hearing does not institute the grievance process.
3. If the results of an informal conference are unsatisfactory, or if the informal process is not utilized, the student(s) or parent(s) shall be entitled to present a grievance.
4. A grievance shall be in writing, stating the name of the grievant, the student (or group of students) claimed to have been discriminated against, the facts constituting the discrimination, and specific portion of this policy, and/or the State Board of Education Sex Equity Rules upon which the grievance relies, and the names of all persons whom the grievant believes have relevant factual information.
5. A grievance must be presented to the Sex Equity Coordinator within forty-five (45) school days of the time of the discrimination alleged. Failure to present a written grievance within the time period shall constitute a bar to the presentation of the grievance. However, grievance petitions containing fifty (50) or more signatures alleging that the District has discriminated against a student or students on the basis of their sex may be brought directly to the State Board of Education for hearing under the provisions of Section 22-19 of the School Code.

### **SEX OFFENDER INFORMATION**

The Illinois State Police provides the latest information on sex offenders. This information is now available to parents. It can be accessed by going to this website: <http://www.isp.state.il.us/sor>

### **SPECIAL EDUCATION**

The Effingham Unit #40 School District offers a free and appropriate education to all children. Any child ages 3-21 residing in the school district is eligible for special education services if his/her Identified Disability(ies) include:

*Autism  
Orthopedic Impairment  
Other Health Impairment  
Specific Learning  
Disability Speech or  
Language Impairment  
Traumatic Brain Injury  
Visual Impairment*

*Multiple Disabilities  
Deaf-Blindness  
Deafness  
Developmental Delay  
Emotional Disability  
Hearing Impairment  
Intellectual Disability*

Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of the child, community service agency personnel having primary care and custody, other professional person(s) having knowledge of the child's problems, the child, or the State Board of Education when there is reason to believe that a child may require special education.

### **STUDENT APPEARANCE**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in the appearance and detrimental to the purpose or conduct of the school will not be permitted. Gym shorts, spandex shorts, and bicycle shorts will not be permitted for boys or girls. Tube tops, halters, and half-shirts are not permitted. Shirts advertising alcoholic beverages, tobacco products or those with obscene or questionable sayings will not be permitted.

Clothing should be appropriate school attire with the different articles worn being clean and neither too tight, too loose, too short, etc. The Principal will be the final judge of whether clothing is inappropriate. If clothing worn to school is found to be improper, the student will be sent home to change. A grievance must be presented to the Sex Equity Coordinator within forty-five (45) school days of the time of the discrimination alleged. Failure to present a written grievance within the time period shall constitute a bar to the presentation of the grievance. However, grievance petitions containing fifty (50) or more signatures alleging that the District has discriminated against a student or students on the basis of their sex may be brought directly to the State Board of Education for hearing under the provisions of Section 22-19 of the School Code.

### **COMPUTER NETWORK OPERATING PROCEDURES**

1. No student is to be using a computer in any computer lab or classroom without a designated supervisor (certified employee of Effingham Unit #40 School District) physically present.
2. Each user will have an assigned seat during lab use. Users assigned to the workstation will be responsible for any damage occurring to the computer work station (i.e. keys disappearing from the keyboard, damage to mouse device).
3. Users will not bring food, candy, drinks, cough drops, or any reasonable facsimile thereof into any computer lab in Unit #40 School District.
4. Each network user has a separate login and a password, which grants him or her rights to a certain storage area on the network. Users are not to share that login or password with anyone else. The holder of the assigned login will be held responsible for any activity committed under that login. Users found attempting to login, or logging in with another user's login ID will lose network access privileges.
5. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
6. Concerning the printing of documents, you should only print out a hard copy of a document when you are ready to submit that document for final approval. Proofreading should be done on the screen.
7. Users are not to print files that are not directly related to their course work.
8. Users are not to send print jobs to printers outside their assigned printer location for a particular class or section of the building.
9. Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and their per-page cost to print is not favorable to making multiple copies of the same document.
10. If you use the last piece of paper in a printer, please refill the printer before you go back to your workstation.
11. When you are finished with a workstation, make sure you log completely out of the system. If you quit the application you are using but you don't finish logging out, it is like leaving the front door to your house wide open at night while you sleep.

12. If you are working in a lab at the end of the school day and it appears you are the last one out for the day, you should make sure that the power switches to the printers are off and that the power switches to the lab, normally located near the door, are turned off.
13. Use of non-educational software, unauthorized software, and/or unlicensed software programs on the network or on the network workstations of Unit #40 Schools will not be tolerated.
14. The computer system in our school district is a network system; therefore, some of our applications are operating in a shared environment. Users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any network software is prohibited.
15. On the computer systems in our school district many of the applications are running on the local machine therefore, users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any locally installed software is prohibited.
16. Users are each responsible for the maintenance of their home directories. Files that are not currently being used or files that will not be accessed for reference in the near future should be deleted. These directories are for school-related data only. Never keep any files in the directory that you would not like to see in the local newspaper. Unauthorized files such as games, utilities, internet cloud service configurations, or other similar file structures are NOT allowed in a user's home directory or on any MED or laptop, being utilized by a student.
17. Students are prohibited from adding personal configuration information to any application running on a school owned mobile electronic device, laptop, desktop, or tablet computer.
18. Information, including but not limited to, e-mail messages, text messages and social media posts that are downloaded to an MED device owned by Effingham Unit#40 School District is not considered to be private information and may be searched in accordance with the *District Search and Seizure Policy*.
19. When using any communication application on the Unit #40 network, users are expected to abide by the generally accepted rules of network etiquette, which include the following:
  - Be polite
  - Do not write / send abusive messages to others
  - Use appropriate language. Do not swear, use vulgarities, or use other classifications of unacceptable language.
  - Remember that email is not private
  - Do not use the communication application in such a way that it would disrupt the activities of others (e.g.) transferring of large files, sending mass email messages or chain letters).
20. Security is a major concern on the network system of Unit #40 Schools. If users feel at any time that they can identify a security problem on the network, it is that user's obligation to report that issue to the user's immediate supervisor and to the network supervisor. Do not demonstrate the problem to other users. Any user identified as a security risk, or having a history of being a "problem user" will be denied access to the computers in the District.
21. Any vandalism or malicious attempt to harm or destroy any data on the network (i.e. the uploading or creating of a computer virus) will result in the expulsion of the student from the network system permanently.
22. Activities by users on the network are to be limited to educational operations; no personal or private activities are to be operated using the computers and/or computer networks of Unit #40 Schools. Any illegal activities, including violation of copyright or other contracts, or any operation for personal/commercial financial gain are expressly prohibited.
23. Because we are operating in a network environment, the need for external storage device use is limited. No user is authorized to use an external storage device on a workstation unless the use of that external storage device has been authorized by the supervisor of that user and unless the external storage device itself has been scanned for viruses by the user's supervisor.
24. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
25. Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by the superintendent or designee.
26. Communications may not be encrypted so as to avoid security review.
27. Users should change passwords regularly and avoid easily guessed passwords.
28. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
29. Students should notify their teacher or other adult supervisor whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
30. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files.
31. Users on the district network will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language.

32. Users on the district network will not use technology at any location for the purpose of bullying or harassment.
33. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with the district policy and procedure.

**Violation of any of the above operating procedures could result in one of the following penalties being levied against the user: Suspension from school for appropriate number of days as severity of actions warrants.**

**Assignment to alternative classroom for appropriate number of days as severity of actions warrants.**

**Loss of network and workstation usage privileges for appropriate number of days as severity of actions warrants.**

### **ACCEPTABLE USE OF ELECTRONIC NETWORKS**

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;

- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

1. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the networks in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the electronic networks to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.



- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### **INTERNET SAFETY**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act. 47 U.S.C. §254(h) and (l), Children's Internet Protection Act. 720 ILCS 135/, Harassing and Obscene Communications Act.

Revised: July 16, 2001, May 18, 2009, September 26, 2016, July 26, 2021

### **TITLE I PROGRAM**

Effingham Unit 40 operates a federally funded School wide Title I Program at the Early Learning Center, South Side Grade School, and Central Grade School. A school wide program is intended to upgrade the entire educational program for all students so that every student achieves high levels of proficiency. By developing a comprehensive plan, the school combines all resources to achieve common goals. Because we value parents as partners in education, we welcome parent involvement and offer several opportunities throughout the year for parents to be involved and to provide thoughts and suggestions. Feel free to contact your child's teacher or the building principal for further information.

### **TITLE I PARENT INVOLVEMENT**

It is the policy of the Board of Education to comply with Federal Rules and Regulations to ensure parental participation in the design and implementation of Title I projects. Therefore, steps will be taken to obtain parental participation in all phases of the project.

1. A letter of enrollment will be sent home to explain how children are chosen for additional interventions and to explain the plans for the program.
2. An initial annual meeting for parents will convene to explain the Title I program. During this meeting, parents and staff will review current programming and brainstorm other creative programs to involve parents. Parents may offer suggestions on how to improve the program.
3. A school-parent compact will be implemented. The compact will outline how school, parents, and students will share in the responsibility for ensuring student achievement.
4. Information relating to school and parent programs, meetings, and other activities will be sent home, when possible, in the language used in the home with the help of ESL personnel.
  5. Parent/Teacher conferences will be held at the end of the first quarter and varied times as needed.
  6. Reports will be sent home quarterly to describe current curriculum and/or to assess student progress.
  7. An open invitation exists for parents to visit. Parents need only to call or send a note to school to set up an appointment.
  8. Flexible meetings for parents will be offered so that maximum numbers of parents can be involved.
9. One percent of Title I funds will be spent to facilitate parental involvement. Parents will provide input through meetings and/or surveys on how they would like this money spent.
10. Surveys will be sent out at the end of the year to allow parents the opportunity to comment on the effectiveness of the Parental Involvement Policy.

## RESPONSE TO INTERVENTION

Our district implements Multi-Tier Systems of Support (MTSS) which is based on the premise of intervening early to prevent failure and to maximize the effectiveness of grade level curriculum and instruction. Providing every P-12 student differentiated, high-quality instruction matched to their specific needs to be successful in our education system through a system of support for academic, behavioral and social-emotional student needs. MTSS is grounded in the belief that ALL students can learn and achieve high standards. A comprehensive system of tiered interventions is essential for addressing the full range of students' academic and behavioral needs. Collaboration among educators, families, and communities is the foundation of effective problem solving. For additional information regarding MTSS in your child's school, please contact the school.

## STUDENT CONDUCT ON SCHOOL BUS

All Unit 40 buses are equipped with audio and video hard drive systems. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders. A school bus driver must devote 100 percent of his/her time to driving the school bus and, therefore, should not be distracted by the conduct of his/her passengers. Each year, millions of boys and girls are transported to and from school safely. This is only possible because they understand how to act safely on the school bus. Everyone has a part in helping the driver maintain order—the classroom teacher, parents, and last but not least, the riders themselves.

The following list of safety rules, although far from complete, will provide a basis for safe conduct. Misconduct on the bus includes but is not limited to violations of the following:

1. Students should follow directions of the school bus driver the first time given.
2. Students should not be allowed to eat or drink while riding the school bus for safety reasons.
3. Students should be discouraged from using cell phones and electronic devices while riding on the school bus.
4. Be on time at the designated school bus stop; help keep the bus on schedule.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Do not leave your seat while the bus is in motion.
8. Be alert to a danger signal from the driver.
9. Remain in the bus in the event of a road emergency until instructions are given by the driver.
10. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the bus windows.
11. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and could result in a serious accident.
12. Be absolutely quiet when approaching a railroad crossing stop.
13. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
14. Assist in keeping the bus safe and sanitary at all times.
15. Carry no animals on the bus.
16. Keep books, packages, coats, and all other objects out of the aisles.
17. Leave no books, lunches, or other articles on the bus unless instructed to do so.
18. Be courteous to fellow pupils and the bus driver.
19. Help look after the safety and comfort of smaller students.
20. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
21. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
22. Observe the same rules and regulations on other trips under the school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

The bus driver shall have the primary responsibility for discipline on his/her bus; however, in cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Building Principal by the Director of Transportation or the Bus Driver. The Building Principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. (Illinois School Code Chapter 105, Article 5/10-22.6)

### **SCHOOL BUS ROUTING**

Effingham Unit #40 students will be assigned a one bus only routing schedule per week. The only two bus routing schedule exception will be for parents/guardians who share joint guardianship. This information will need to be approved by the Effingham Unit #40 transportation department.

### **SCHOOL VISITORS**

The Board of Education and staff of the School District welcome interested persons to visit the schools. Visitors must register in the school office upon entering the school buildings.

**PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM.**

### **WEAPONS**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, marital arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether. (1) A student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.